

Appendix C

Checklist of Items to bring to the Meeting



APPENDIX C
CHECK LIST
ITEMS TO BRING TO THE MEETING

	By Whom.	
	ADOT	Consultant
Sign-in sheet with specific language regarding public record	<input type="checkbox"/>	<input type="checkbox"/>
Easels/Flipcharts	<input type="checkbox"/>	<input type="checkbox"/>
Supplies box (paper, pens, tape, tacks, scissors, markers, rulers, etc)	<input type="checkbox"/>	<input type="checkbox"/>
Pre-printed name tags for team members	<input type="checkbox"/>	<input type="checkbox"/>
Blank name tags for unanticipated attendees	<input type="checkbox"/>	<input type="checkbox"/>
Copies of DEA/DEIS labeled "Do Not Remove" (hearing only)	<input type="checkbox"/>	<input type="checkbox"/>
Copies of handouts, including list of staff present and area of responsibility	<input type="checkbox"/>	<input type="checkbox"/>
Presentation boards	<input type="checkbox"/>	<input type="checkbox"/>
Copies of agenda	<input type="checkbox"/>	<input type="checkbox"/>
Comment cards and box	<input type="checkbox"/>	<input type="checkbox"/>
Question cards as appropriate	<input type="checkbox"/>	<input type="checkbox"/>
Hard copy of each advertisement	<input type="checkbox"/>	<input type="checkbox"/>
Presentations	<input type="checkbox"/>	<input type="checkbox"/>
Proof of insurance certificate	<input type="checkbox"/>	<input type="checkbox"/>
Speaker sign-up sheet (hearing only)	<input type="checkbox"/>	<input type="checkbox"/>
Signs (street directional and for inside facility)	<input type="checkbox"/>	<input type="checkbox"/>
PA system and extension cord (if needed)	<input type="checkbox"/>	<input type="checkbox"/>
Room rental payment (if needed)	<input type="checkbox"/>	<input type="checkbox"/>
Projector, laptop, TV, screen (if showing video, PowerPoint or slides, etc)	<input type="checkbox"/>	<input type="checkbox"/>
Facility contact name/phone number	<input type="checkbox"/>	<input type="checkbox"/>